



*CORRECTED COPY*

**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
JOINT FORCE HEADQUARTERS  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-5606**

**ARMY BULLETIN NO. 33**

**1 September 2005**

**MANDATORY USE OF INDIVIDUALLY BILLED ACCOUNTS FOR OFFICIAL TRAVEL**

1. Effective 1 September 2005, the Army is requiring the use of the individually billed account (IBA), also known as the individual travel card, for all official travel expenses, to include airline tickets. This new procedure must be implemented no later than 1 October 2005. The only individuals who will be authorized to use the Centrally Billed Account are those individuals without an IBA.
2. Exemptions to the policy are Military members and DOD Civilian personnel who are denied a government travel charge card, infrequent travelers, and group travel; see DODFMR Volume 9, chapter 3 paragraph 030302A.
3. Per JFTR paragraph U3120A and JTR paragraph C2203A, it is DOD mandatory policy that uniformed service members and civilian employees use available Contract Travel Offices (CTOs) to arrange official travel, including commercial air as well as rental cars. This means that the individual traveler **MUST** use the available CTO. The CTO contracted for the NJARNG is Carlson Wagonlit, which is located in building 5139, Pemberton Wrightstown Road, Fort Dix.
4. The following procedure should now be used for the purchase of individual commercial transportation:
  - a. Complete a Request for Transportation (TR) USPFO-NJ Form 7-33-R see enclosed.
  - b. Carlson prefers that you Fax the completed form to 609-723-7339. However you may reach the office by phone @ **609-723-7359**.
  - c. The Carlson Office will respond back by e-mail with your travel itinerary. Ticketing is electronic unless otherwise determined by the CTO.
5. Orders must state how the airline tickets are to be purchased (IBA or CBA). Airline tickets will not be reimbursed to the traveler unless the order states that the ticket will be purchased by an IBA. DOD has implemented the requirement to add a statement to the travel orders as to how the transportation tickets will be purchased (IBA or CBA), to prevent duplicate payments of transportation tickets.
6. Travel Changes, TTM 5-10 identifies the requirement for amended orders if a traveler incurs a change of plans while in a travel status and needs to purchase transportation tickets differently from the statement on the travel order. An amended travel order is necessary to process the travel claim. The approving official **CANNOT** authorize the change in purchase method of transportation tickets with a statement on the DD Form 1351-2 (Travel Voucher).

7. It is imperative that travelers submit their vouchers timely and indicate split disbursement on their travel voucher. **DODFMR Volume 9, Chapter 3, paragraph 030608 states that split disbursement is MANDATORY for all military and civilian personnel.** Travelers are required to split disburse the total outstanding charges against the travel charge card. Approving officials are responsible for ensuring that split disbursement is properly designated for outstanding charges and shall return any voucher to the traveler that does not comply.

8. The Transportation Management Specialist remains the authorizing official with the current CTO. Question regarding transportation is POC: Jackie Furda at telephone 609-562-0230. Or RCAS email to Jackie.Furda. For questions regarding travel regulations/vouchers contact SFC Paula Cantara at 609-562-0231 or RCAS email to Paula.Cantara.

OFFICIAL:



STEPHEN J. HINES  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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